

**STATE OF NEVADA
BOARD OF EXAMINERS
FOR LONG TERM CARE ADMINISTRATORS**

(702) 486-5445

Fax: (702) 486-5439

BELTCA

3157 N. Rainbow Boulevard, No. 313

Las Vegas, Nevada 89108

E-mail: Beltca@govmail.state.nv.us

Website: Beltca.Nevada.gov

RESIDENTIAL FACILITY ADMINISTRATOR APPLICATION

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

All applicants are required to take the National Association of Board of Examiners of Long Term Care Administrators' (NAB) examination. **A NEW TESTING PROCEDURE FOR THE NAB EXAMINATION BECAME EFFECTIVE DECEMBER 1, 2002. PLEASE READ THE ENCLOSED NOTICE AND "INFORMATION FOR CANDIDATES CAREFULLY.** In order to qualify for the test, you must have:

1. A State of Nevada completed application either typed or printed – handwritten applications will be rejected;
2. Appropriate fees paid by Cashier's Check or Money Order in the amount of \$2,166.25. The fees can be lowered to \$2,126.25 if you opt to go online for the new mandatory study course. These fees do not include the NAB's mandatory examination fee.
3. Grade transcripts and/or a copy of a diploma from your educational institutions;
4. Statement from your physician indicating you are physically and mentally able to care for disabled or elderly patients and free of communicable diseases, including Tuberculosis;
5. Fingerprint cards must be completed and returned to this office. If you have your fingerprints taken at a live-scan property, we do accept 2 of those cards, but not "Receipts of Cards." Please return those cards if that is the case;
6. Two (2) passport-size photos taken within the year preceding your application; and
7. Copy of Driver's License or other Photo ID;
8. Must be 21 years of age or older;
9. Must be a citizen of the United States. If not a citizen and you have a permanent Work Permit, you must include a copy of the work permit or green card;
10. **MUST BE ABLE TO SPEAK, READ, WRITE AND UNDERSTAND THE ENGLISH LANGUAGE;**
11. Must have completed the board-approved Vigilant RC/AL Certificate Program Introductory Course, taken and completed the board-approved Administrator-in-Training Program, participated in the Rules and Regulations Workshop, and, finally, passed the NAB RC/AL EXAMINATION FOR RESIDENTIAL CARE/ASSISTED LIVING ADMINISTRATORS. Those training courses will be provided to you when you have applied and paid the appropriate fees.

The training system consists of one (1) manual that addresses all aspects of administration and care-giving in a residential facility, and will fulfill the hours of required study. This training system will assist the applicant in taking and passing the National NAB examination. The cost is included in the required total fees. **WHEN YOU HAVE COMPLETED THE APPLICATION AND RETURNED IT TOGETHER WITH THE APPROPRIATE FEES, YOU WILL BE SENT AN ACKNOWLEDGEMENT AND THE PROCEDURE FOR OBTAINING THE VIGILAN TRAINING SYSTEM ONLINE. IF YOU DECIDE UPON THE HARD COPY, THE APPROPRIATE INSTRUCTIONS WILL BE SENT TO YOU TOGETHER WITH THE MANUAL.**

You are also required to purchase the NAB Study Guide that will assist you in taking the NAB RC/AL Examination for Administrators.

All forms and checks must be returned to this office for processing. The total fee of \$2,166.25 includes: Application Fee, Background Check Fee, Test Processing Fee, Home Study and Administrator-in-Training Program Fees and initial 2-year License Fee (see Fee Schedule) and copy of the Statute Chapter NRS 654 and Chapter NAC 654. If you prefer to go online to do the Vigilant Study Course, your fee will be \$2,126.25. Once you have submitted a completed application, along with the appropriate fees (the fees must be paid by Cashier's Check or Money Order, as we cannot accept personal checks).

EFFECTIVE MAY 15, 2009, ONCE YOU HAVE COMPLETED YOUR VIGILANT STUDY COURSE, WHETHER ONLINE OR BY HARD COPY AND HAVE RECEIVED YOUR CERTIFICATE OF COMPLETION, YOU WILL BE NOTIFIED WHERE AND WHEN YOU CAN START YOUR AIT PROGRAM. WHEN YOU HAVE COMPLETED THE AIT PROGRAM YOU WILL RECEIVE A CERTIFICATE OF COMPLETION AND YOU WILL BE SENT AUTHORIZATION FROM THE BOARD OFFICE TO APPLY FOR THE NAB NATIONAL EXAMINATION. WHEN YOU PASS THE NAB EXAM AND YOUR APPLICATION IS REVIEWED AND ACCEPTED, YOU WILL BE ISSUED YOUR 2-YEAR LICENSE. THERE WILL BE NO EXCEPTIONS TO THIS PROCEDURE.

Upon passage of the examination, background clearance and approval for licensure, your license will be issued. A license cannot be issued until the Board office receives the total license fees and background clearance has been completed. **Please note that all fees are non-refundable.**

For your information a NAB Handbook that will provide you with information pertaining to the National Examination procedures can be accessed on the NAB website at: <http://www.nabweb.org> and clicking on "Examinations".

If you have any questions concerning the licensure or testing process, please contact the Board Office at (702) 486-5445.

ALSO, PLEASE BE AWARE THAT BY SIGNING AND SUBMITTING YOUR APPLICATION, YOU AGREE TO FORFEIT ALL FEES, IF YOU DO NOT COMPLETE ALL OF THE REQUIREMENTS INCLUDING APPLYING FOR THE NATIONAL EXAMINATION WITHIN ONE (1) YEAR (12 MONTHS) OF THE ORIGINAL DATE OF YOUR APPLICATION.

All applications must be complete and the required documentation and fees must accompany your application and returned to this office, as incomplete applications will delay the process.

Thank you for your continuing cooperation.

Please Note:

If you should fail the examination the first time, you may retake the examination two (2) additional times during a 12-month period. A fee of \$260.00 will be due each time you plan to retake the exam, together with a \$25.00 Test Processing Fee payable to the Board of Examiners for Long Term Care Administrators prior to reapplication for the exam.

IF THIS IS A REAPPLICATION FOR AN EXPIRED LICENSE:

- ***YOU WILL ALSO NEED TO PROVIDE CERTIFICATES OF COMPLETION FOR 16 UNITS OF CONTINUED EDUCATION WITHIN THE PAST 2 YEARS.***
- ***EVEN IF YOU HAVE TAKEN THE NATIONAL EXAMINATION IN THE PAST, YOU WILL HAVE TO RETAKE THE EXAM.***
- ***IF YOUR BACKGROUND CHECK WAS COMPLETED WITHIN THE PAST 4 YEARS, YOU WILL NOT HAVE TO UNDERGO A NEW BACKGROUND CHECK AT THIS TIME.***

Revised 11/16/09

Posted 11/19/2009